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ABSTRACT

This workbook provides an introduction to the library of St. Louis Community College at Florissant Valley and its online catalog system, LUIS (Library User Information Service). A description of the arrangement of the library is followed by instructions for using the online catalog, including searching by author, title, or subject, and information on: (1) how to locate books and nonprint material on the shelf; (2) the reference collection; (3) use of periodical articles and how to locate them; (4) how to locate and use newspaper articles; (5) the vertical file; (6) reserve materials; (7) circulation regulations; (8) the Career Information Center; and (9) reference services. Library floor plans, sample LUIS screens, and examples of index entries supplement the text. Workbook exercises designed to help develop skills in using the library's resources are also provided. (KM)

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Introducing LUIS*
*Library User Information Service

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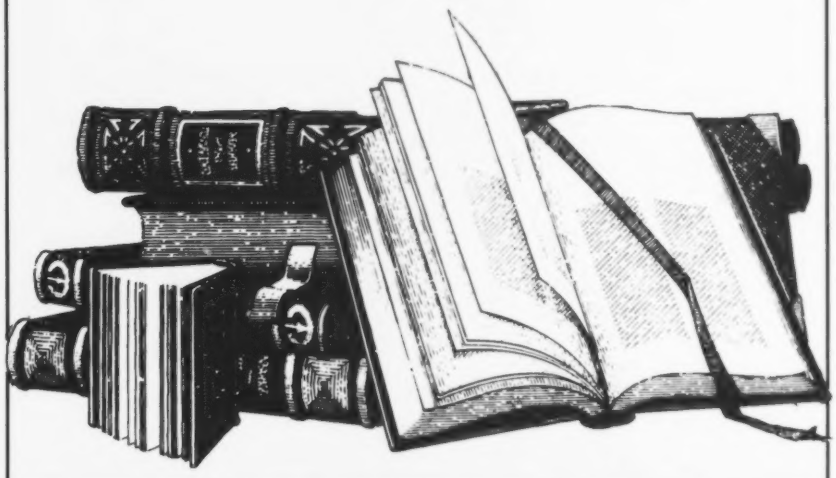
Library Workbook

Instructional Resources
St. Louis Community College at Florissant Valley



Revised August, 1987

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Library Workbook

Instructional Resources
St. Louis Community College
at Florissant Valley
3400 Pershall Road
St. Louis, Mo. 63135

Written by Joan S. Holt

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INTRODUCTION

This workbook is designed to introduce you to the library of St. Louis Community College at Florissant Valley. By following the explanations and exercises, you will learn how the library is arranged and what services and resources are available to you.

There are five basic ways to find information in the library.

LUIS, *the Online Catalog* is a listing of all books and nonprint material owned by the library. When you can find a book on a specific topic, it will usually be your most complete source of information.

The Reference Collection consists of books designed for easy access to facts and basic information. This is the best place to find a broad overview of a topic or a quick answer to a question.

Periodical Indexes are used to find periodical articles. These articles are published more quickly than books and therefore may contain more current information. They also may be about more specifc subjects than books.

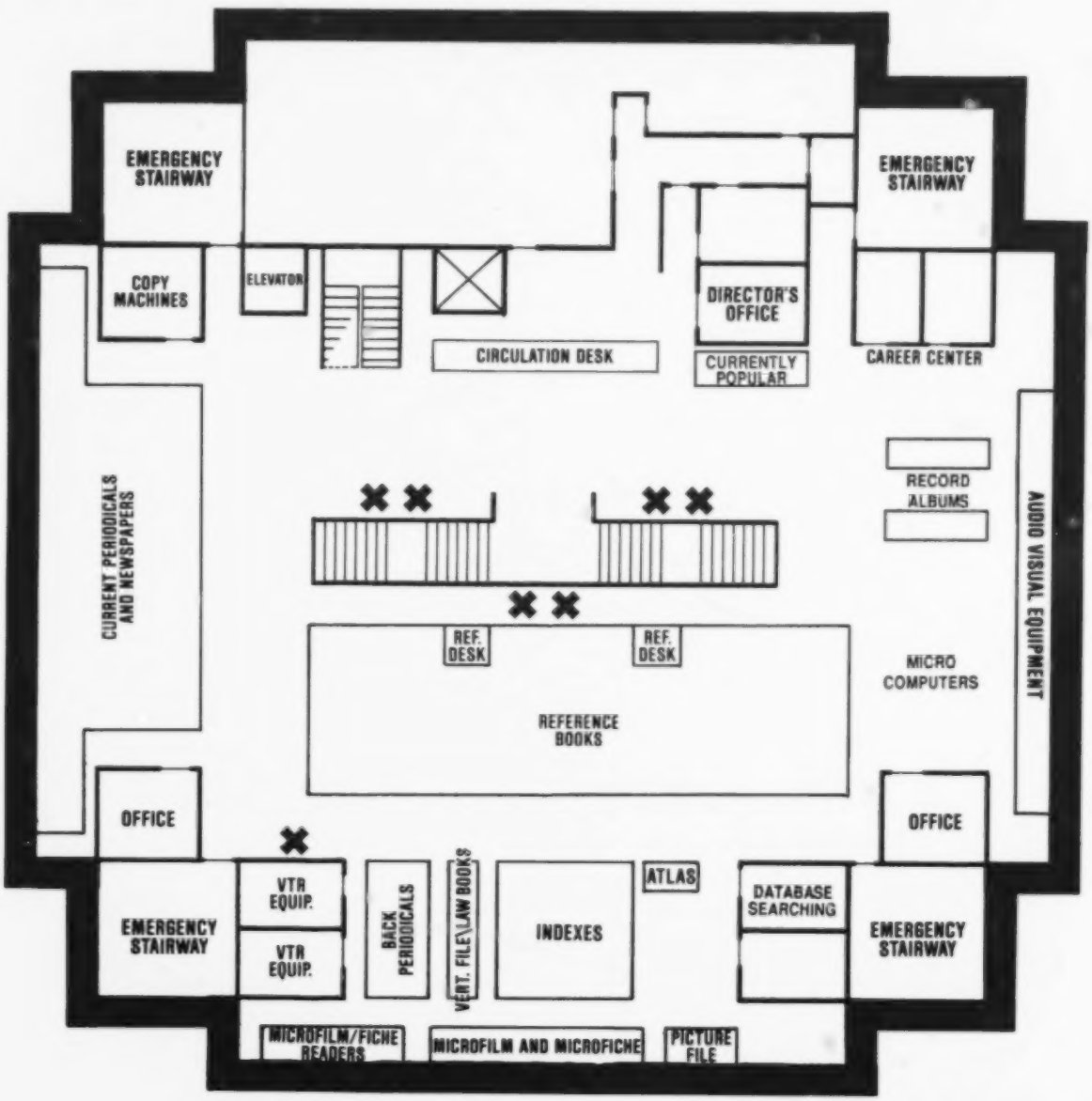
Newspaper Indexes are used to find newspaper articles. These articles are your best source of factual information on current events.

The Vertical File consists of pamphlets and clippings contained in folders arranged by subject. This is a good source of concise information on contemporary topics.

The exercises with this workbook will help you develop some skill in using these resources. Once you know the basic skills, you will be able to do much on your own, and the library will be a place where you can feel comfortable and confident. These skills will also help in other libraries—either your local public library, which you may use for your personal pleasure, or a different college library if you continue your education at another school.

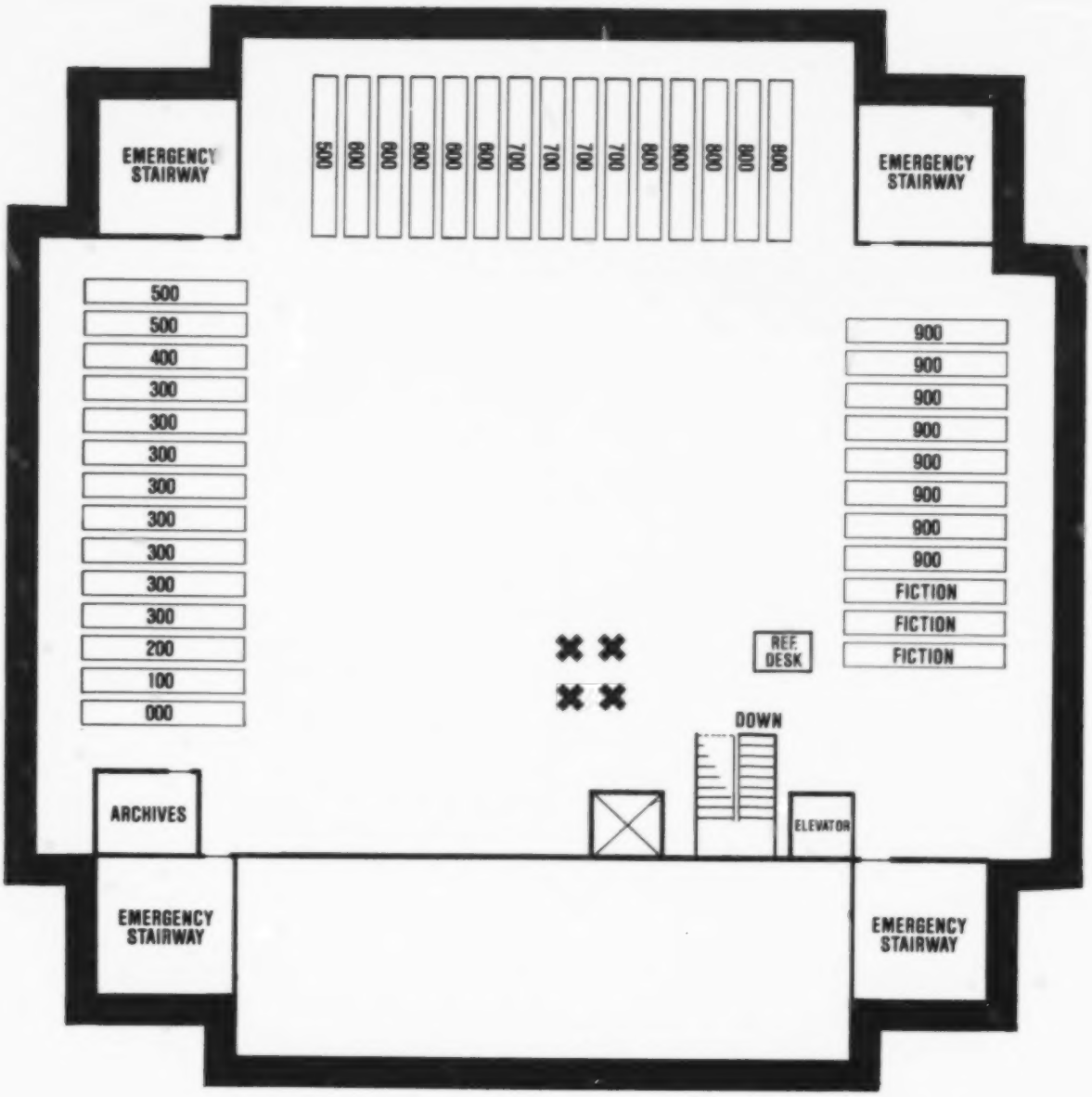
ARRANGEMENT OF THE LIBRARY

The library is on the second and third floors of the Instructional Resources Building. The second floor is the main service area of the library and contains the Circulation and Reserve Desk, periodicals and newspapers, copy machines, the reference desks and reference collection, the vertical file, the record collection, public access microcomputers, and the Career Information Center. The third floor has another reference desk, the circulating book collection, and quiet study space.



✖ LUIS Terminal

SECOND FLOOR


EMERGENCY STAIRWAY
500
500
400
300
300
300
300
300
300
300
300
200
100
000
500
600
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800
900
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900
900
900
FICTION
FICTION
FICTION
REF. DESK
DOWN
ELEVATOR
ARCHIVES
EMERGENCY STAIRWAY
EMERGENCY STAIRWAY
EMERGENCY STAIRWAY
LUIS Terminal

THIRD FLOOR

LUIS*, *The Online Catalog*

*Library User Information Service

General Information

LUIS, *the online catalog*, is a complete listing of all books and nonprint material owned by the St. Louis Community College Libraries at Florissant Valley, Forest Park, Meramec, and the Administrative Center. It does not include periodical articles, newspaper articles, or pamphlets. **LUIS** gives complete bibliographic information, location, call number, and circulation status for each item. Access is by author, title, and subject.

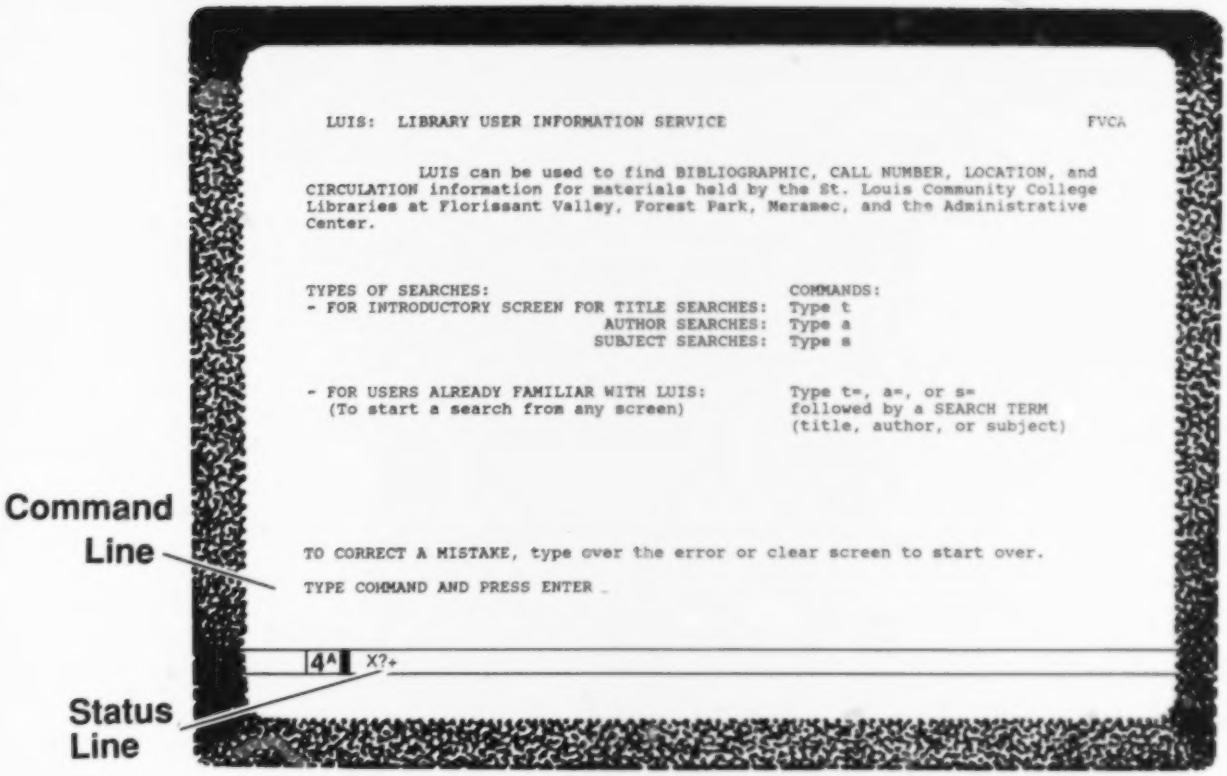
Press the CLEAR key to bring up the introductory screen.

To search **LUIS**, type your command (**a=, t=, s=**) and your search term. Press ENTER to send your message to the computer. You may start a new search from any screen. If you make a mistake, backspace and type over.

If, after you press ENTER, the computer does not respond, check the status line at the bottom of the screen. You may need to press RESET or wait for the computer to process your request.

Every screen in **LUIS** gives directions on how to continue your search and how to get help online. The following pages give detailed directions for using **LUIS**. Be sure to ask a reference staff member if you need additional help.

When you are finished searching, press CLEAR to return to the introductory screen. You do not need to turn off the terminal.


LUIS: LIBRARY USER INFORMATION SERVICE FVCA
LUIS can be used to find BIBLIOGRAPHIC, CALL NUMBER, LOCATION, and CIRCULATION information for materials held by the St. Louis Community College Libraries at Florissant Valley, Forest Park, Meramec, and the Administrative Center.
TYPES OF SEARCHES:
- FOR INTRODUCTORY SCREEN FOR TITLE SEARCHES:
AUTHOR SEARCHES:
SUBJECT SEARCHES:
COMMANDS:
Type t
Type a
Type s
- FOR USERS ALREADY FAMILIAR WITH LUIS:
(To start a search from any screen)
Type t=, a=, or s= followed by a SEARCH TERM (title, author, or subject)
TO CORRECT A MISTAKE, type over the error or clear screen to start over.
TYPE COMMAND AND PRESS ENTER
4A X?+
Command Line
Status Line

Examples of Status Line Prompts

X?+	Press RESET and start over
X-	The computer requires time to perform
X SYSTEM	The computer has locked the keyboard Wait until the computer has received your request.
X 532, 534	There is a problem in the communication line. Inquire at the Reference Desk.

AUTHOR SEARCHES (a=)

When you are looking for material written by a certain author, type **a=** followed by the author's last name then first name. You do not need to use capitalization or a comma to separate the names. Press ENTER to send your request to the computer.

For example: **a= christie agatha** [ENTER]

- If you are unsure of the entire name or the name is unusual, you do not need to type the complete name.

  For example: **a=updike**

- You may shorten the name but do not use abbreviations within the author's name.

  For example: **a= warren robert p**

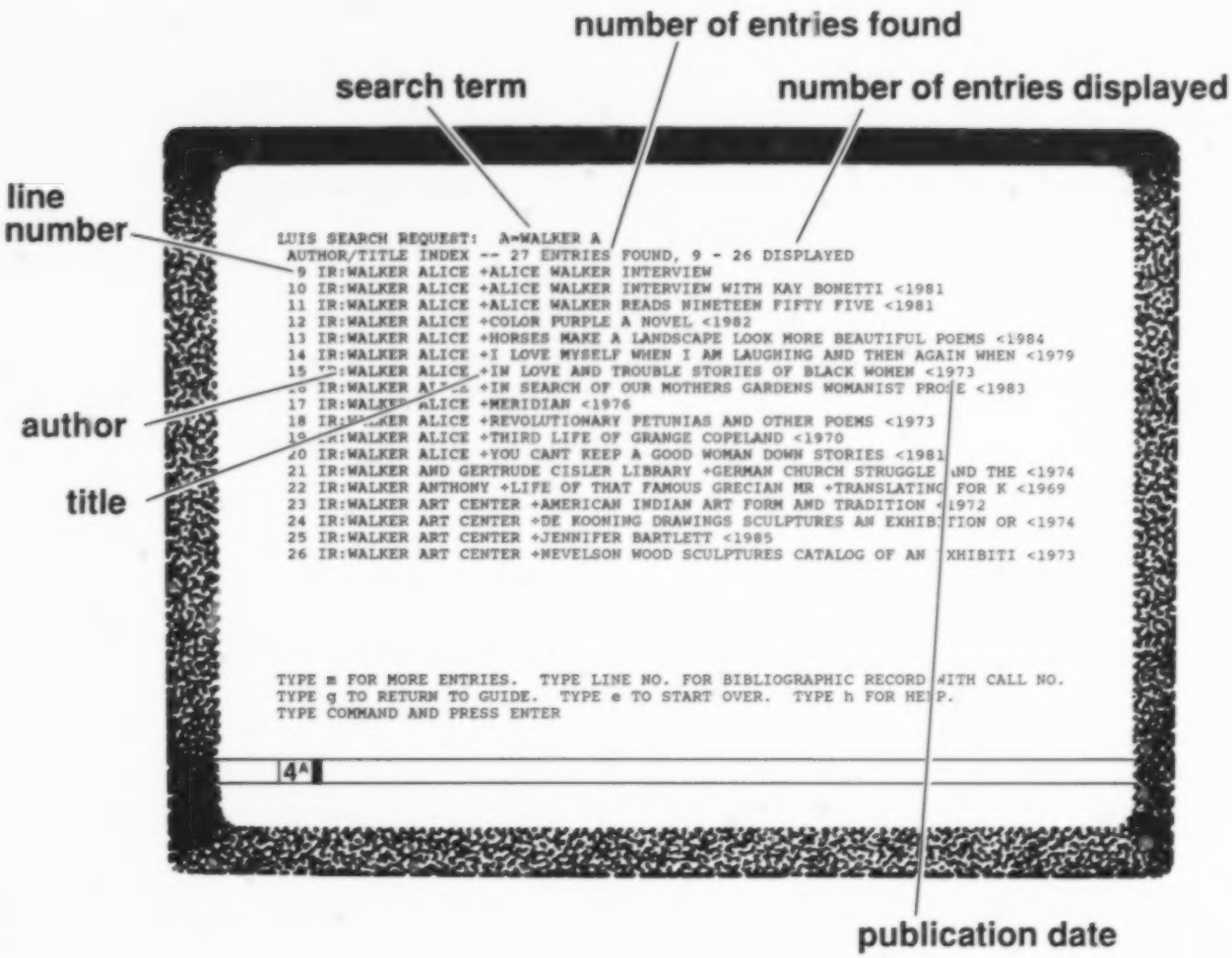
  not **a=warren r p**

Shortening the name may result in a GUIDE screen. For example, if you are looking for works by Alice Walker, typing **a=walker a** will give you

LUIS SEARCH REQUEST: A=WALKER A
AUTHOR/TITLE GUIDE -- 27 ENTRIES FOUND
1 WALKER ALAN +F
4 WALKER ALAN +H
5 WALKER ALEXAND
9 WALKER ALICE +
21 WALKER AND GER
22 WALKER ANTHONY
23 WALKER ART CEN
27 WALKER ARTHUR
TYPE NO. OF GUIDE TERM THAT MATCHES OR PRECEDES DESIRED ENTRY TO SEE INDEX.
TYPE e TO START OVER. TYPE h FOR HELP.
TYPE COMMAND AND PRESS ENTER
4^

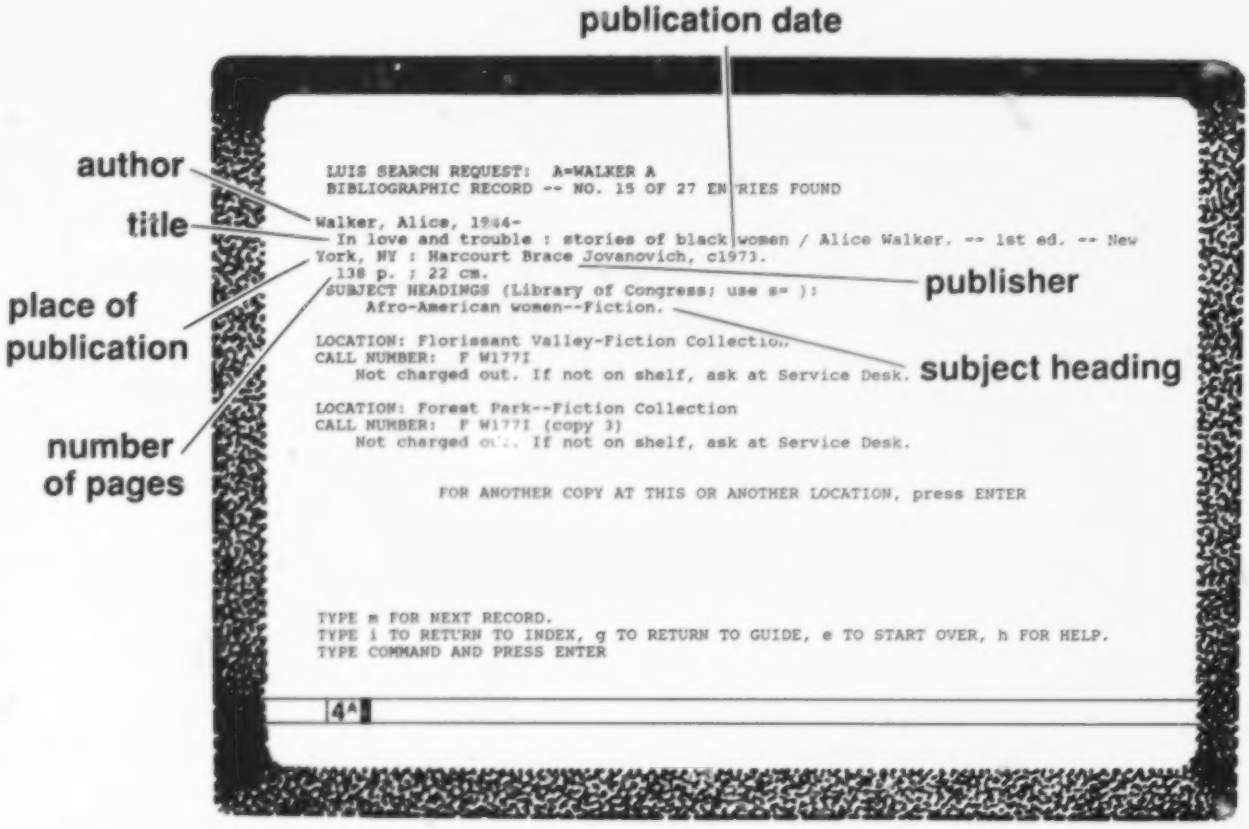
Type the line number that matches or precedes the author you want and press ENTER. You will then get an INDEX screen listing material by author and title.

For example: 9 [ENTER] gives you


number of entries found
search term
number of entries displayed
line number
author
title
publication date
LUIS SEARCH REQUEST: A=WALKER A
AUTHOR/TITLE INDEX -- 27 ENTRIES FOUND, 9 - 26 DISPLAYED
9 IR:WALKER ALICE +ALICE WALKER INTERVIEW
10 IR:WALKER ALICE +ALICE WALKER INTERVIEW WITH KAY BONETTI <1981
11 IR:WALKER ALICE +ALICE WALKER READS NINETEEN FIFTY FIVE <1981
12 IR:WALKER ALICE +COLOR PURPLE A NOVEL <1982
13 IR:WALKER ALICE +HORSES MAKE A LANDSCAPE LOOK MORE BEAUTIFUL POEMS <1984
14 IR:WALKER ALICE +I LOVE MYSELF WHEN I AM LAUGHING AND THEN AGAIN WHEN <1979
15 IR:WALKER ALICE +IN LOVE AND TROUBLE STORIES OF BLACK WOMEN <1973
17 IR:WALKER ALICE +MERIDIAN <1976
18 IR:WALKER ALICE +REVOLUTIONARY PETUNIAS AND OTHER POEMS <1973
20 IR:WALKER ALICE +THIRD LIFE OF GRANGE COPELAND <1970
20 IR:WALKER ALICE +YOU CANT KEEP A GOOD WOMAN DOWN STORIES <1981
21 IR:WALKER AMD GERTRUDE CISLER LIBRARY +GERMAN CHURCH STRUGGLE AND THE <1974
22 IR:WALKER ANTHONY +LIFE OF THAT FAMOUS GRECIAN MR +TRANSLATING FOR K <1969
23 IR:WALKER ART CENTER +AMERICAN INDIAN ART FORM AND TRADITION <1972
24 IR:WALKER ART CENTER +DE KOONING DRAWINGS SCULPTURES AN EXHIBITION OR <1974
25 IR:WALKER ART CENTER +JENNIFER BARTLETT <1985
26 IR:WALKER ART CENTER +NEVELSON WOOD SCULPTURES CATALOG OF AN EXHIBITI <1973
TYPE m FOR MORE ENTRIES. TYPE LINE NO. FOR BIBLIOGRAPHIC RECORD WITH CALL NO.
TYPE q TO RETURN TO GUIDE. TYPE e TO START OVER. TYPE h FOR HELP.
TYPE COMMAND AND PRESS ENTER
4A

Type the line number to get the bibliographic record which gives the location, call number, circulation status, and full bibliographic information.

For example: 15 [ENTER] gives you


publication date
author
title
place of publication
number of pages
publisher
subject heading
LUIS SEARCH REQUEST: A=WALKER A
BIBLIOGRAPHIC RECORD -- NO. 15 OF 27 ENTRIES FOUND
Walker, Alice, 1944-
In love and trouble : stories of black women / Alice Walker. -- 1st ed. -- New York, NY : Harcourt Brace Jovanovich, c1973.
138 p. ; 22 cm.
SUBJECT HEADINGS (Library of Congress; use s=):
Afro-American women--Fiction.
LOCATION: Florissant Valley-Fiction Collection
CALL NUMBER: F W177I
Not charged out. If not on shelf, ask at Service Desk.
LOCATION: Forest Park--Fiction Collection
CALL NUMBER: F W177I (copy 3)
Not charged out. If not on shelf, ask at Service Desk.
FOR ANOTHER COPY AT THIS OR ANOTHER LOCATION, press ENTER
TYPE m FOR NEXT RECORD.
TYPE i TO RETURN TO INDEX, g TO RETURN TO GUIDE, e TO START OVER, h FOR HELP.
TYPE COMMAND AND PRESS ENTER
4^

To move from record to record or screen to screen, type one of the following commands and press ENTER.

m for the bibliographic record of the next item on the index screen
a line # to go to another bibliographic record
i to return to index
g to return to guide
i1 to return to index line 1 (you may use any line number)
g1 to return to guide line 1 (you may use any line number)

TITLE SEARCHES (t=)

When you know the title of a work you may search by typing **t=** followed by the title. Press ENTER to send your request to the computer.

For example: t= for whom the bell tolls [ENTER]

- If you are unsure of the complete title or the first few words are unique, you may shorten the title.

For example: t=huckleber

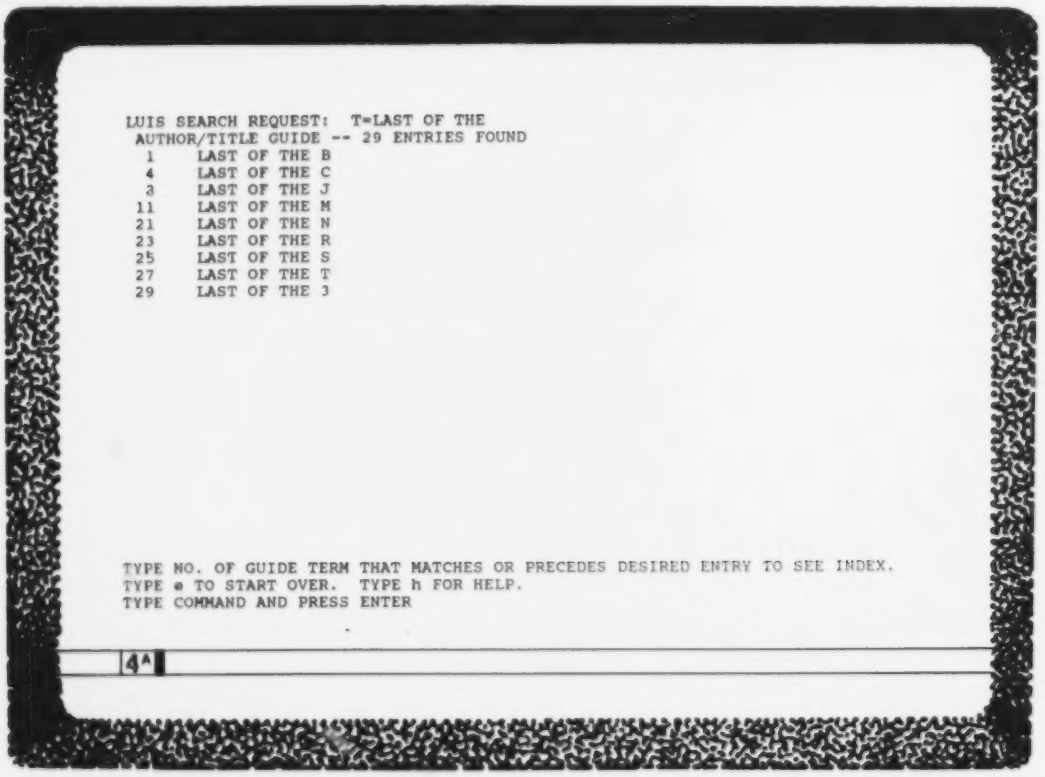
- If the first word of the title is **a**, **an** or **the**, start with the second word of the title.
  For example: t= sun also rises
  not t= the sun also rises

- You may ignore all punctuation within a title except a hyphen.

For example: t= its a wonderful life
not t= it's a wonderful life

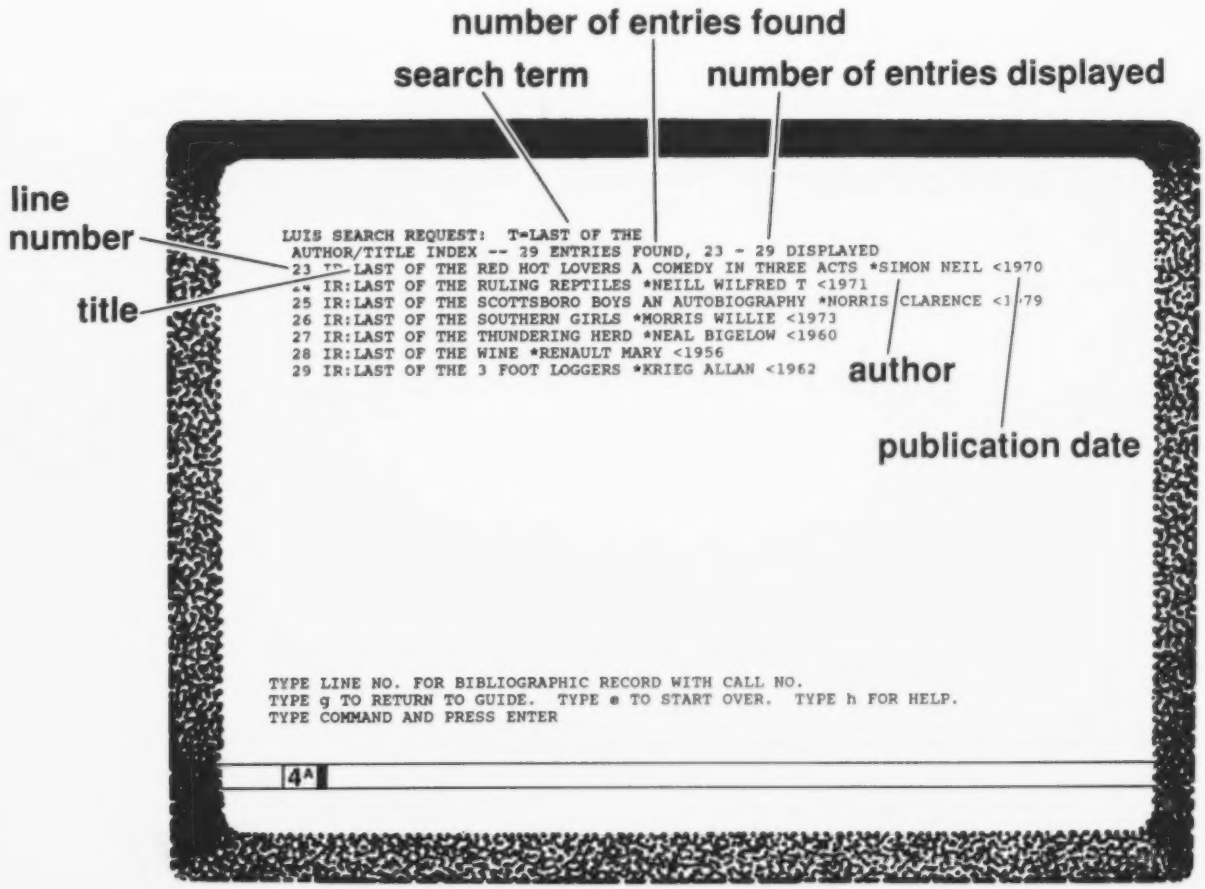
t= afro-american folktales
not t= afroamerican folktales

Shortening the title may result in a GUIDE screen. For example: looking for *Last of the Red Hot Lovers* and typing **t= last of the** will give you


LUIS SEARCH REQUEST: T=LAST OF THE
AUTHOR/TITLE GUIDE -- 29 ENTRIES FOUND
1 LAST OF THE B
4 LAST OF THE C
8 LAST OF THE J
11 LAST OF THE M
21 LAST OF THE N
23 LAST OF THE R
25 LAST OF THE S
27 LAST OF THE T
29 LAST OF THE 3
TYPE NO. OF GUIDE TERM THAT MATCHES OR PRECEDES DESIRED ENTRY TO SEE INDEX.
TYPE e TO START OVER. TYPE h FOR HELP.
TYPE COMMAND AND PRESS ENTER
4^

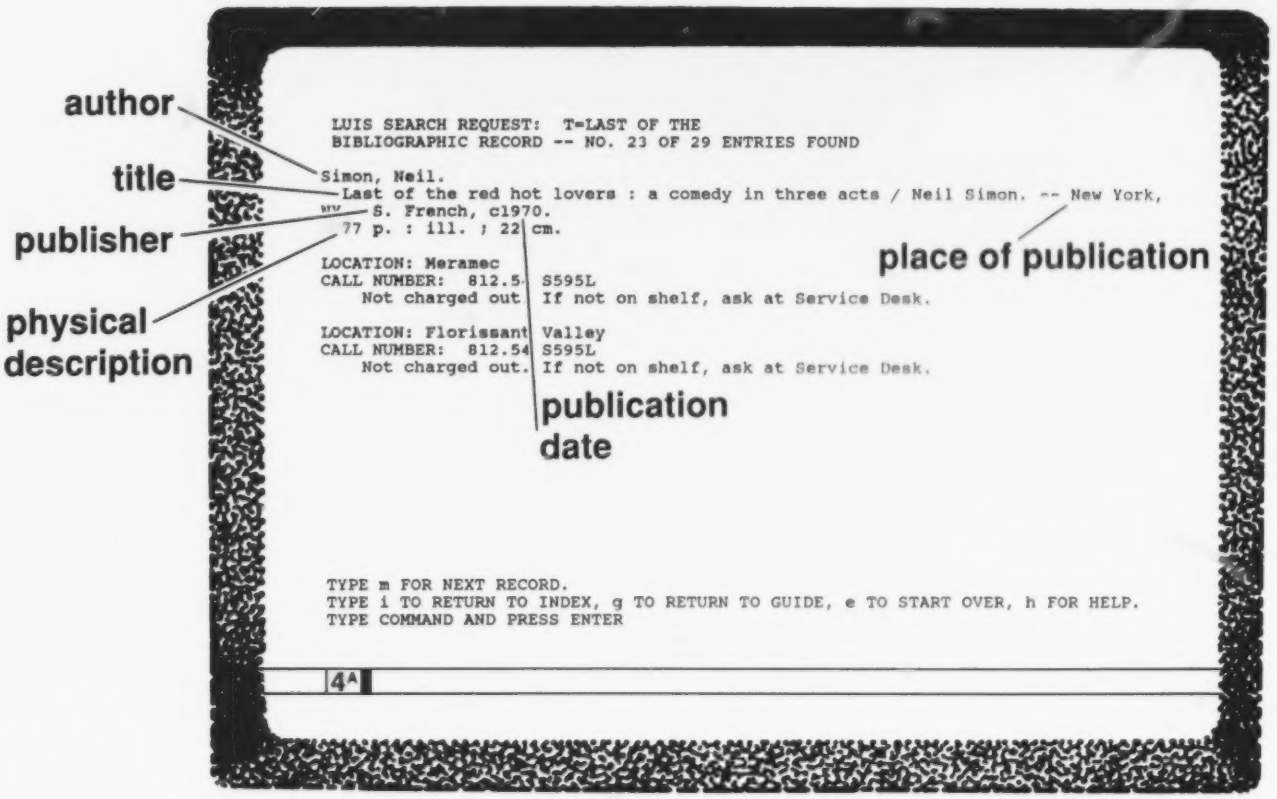
Type the line number that matches or precedes the group of titles you want and press ENTER. This will give you an INDEX screen of specific titles.

23 [ENTER]


number of entries found
search term
number of entries displayed
line number
title
author
publication date
LUIS SEARCH REQUEST: T=LAST OF THE
AUTHOR/TITLE INDEX -- 29 ENTRIES FOUND, 23 - 29 DISPLAYED
23 T=LAST OF THE RED HOT LOVERS A COMEDY IN THREE ACTS *SIMON NEIL <1970
24 IR:LAST OF THE RULING REPTILES *NEILL WILFRED T <1971
25 IR:LAST OF THE SCOTTSBORO BOYS AN AUTOBIOGRAPHY *NORRIS CLARENCE <1979
26 IR:LAST OF THE SOUTHERN GIRLS *MORRIS WILLIE <1973
27 IR:LAST OF THE THUNDERING HERD *NEAL BIGELOW <1960
28 IR:LAST OF THE WINE *RENAULT MARY <1956
29 IR:LAST OF THE 3 FOOT LOGGERS *KRIEG ALLAN <1962
TYPE LINE NO. FOR BIBLIOGRAPHIC RECORD WITH CALL NO.
TYPE g TO RETURN TO GUIDE. TYPE e TO START OVER. TYPE h FOR HELP.
TYPE COMMAND AND PRESS ENTER
4A

Type the line number and press ENTER to get the bibliographic record with the location, call number, circulation status, and full bibliographic information.

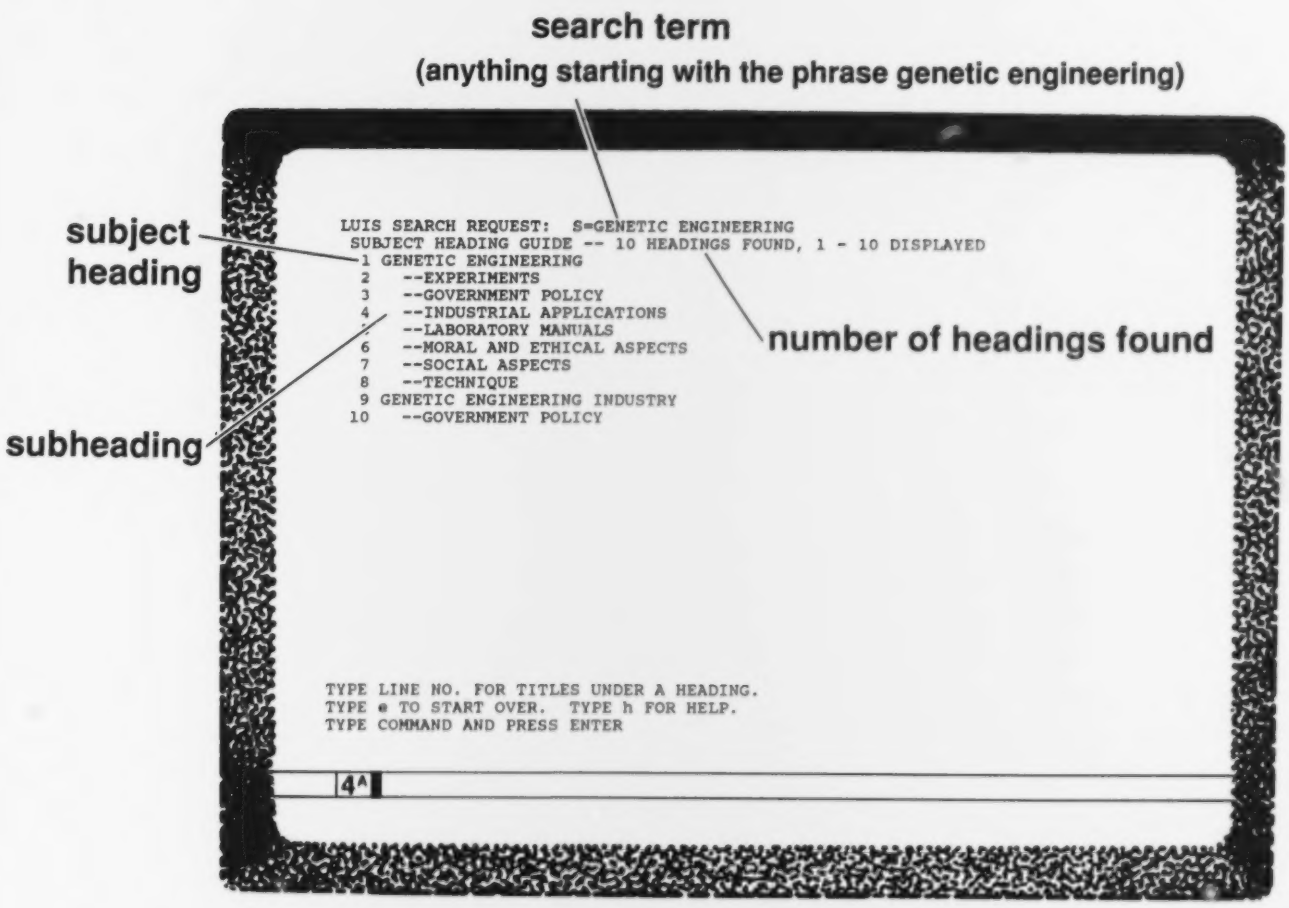
23 [ENTER]


author
title
publisher
physical description
place of publication
publication date
LUIS SEARCH REQUEST: T=LAST OF THE
BIBLIOGRAPHIC RECORD -- NO. 23 OF 29 ENTRIES FOUND
Simon, Neil.
Last of the red hot lovers : a comedy in three acts / Neil Simon. -- New York,
S. French, c1970.
77 p. : ill. ; 22 cm.
LOCATION: Meramec
CALL NUMBER: 812.5 S595L
Not charged out If not on shelf, ask at Service Desk.
LOCATION: Florissant Valley
CALL NUMBER: 812.54 S595L
Not charged out. If not on shelf, ask at Service Desk.
TYPE m FOR NEXT RECORD.
TYPE i TO RETURN TO INDEX, g TO RETURN TO GUIDE, e TO START OVER, h FOR HELP.
TYPE COMMAND AND PRESS ENTER
4A

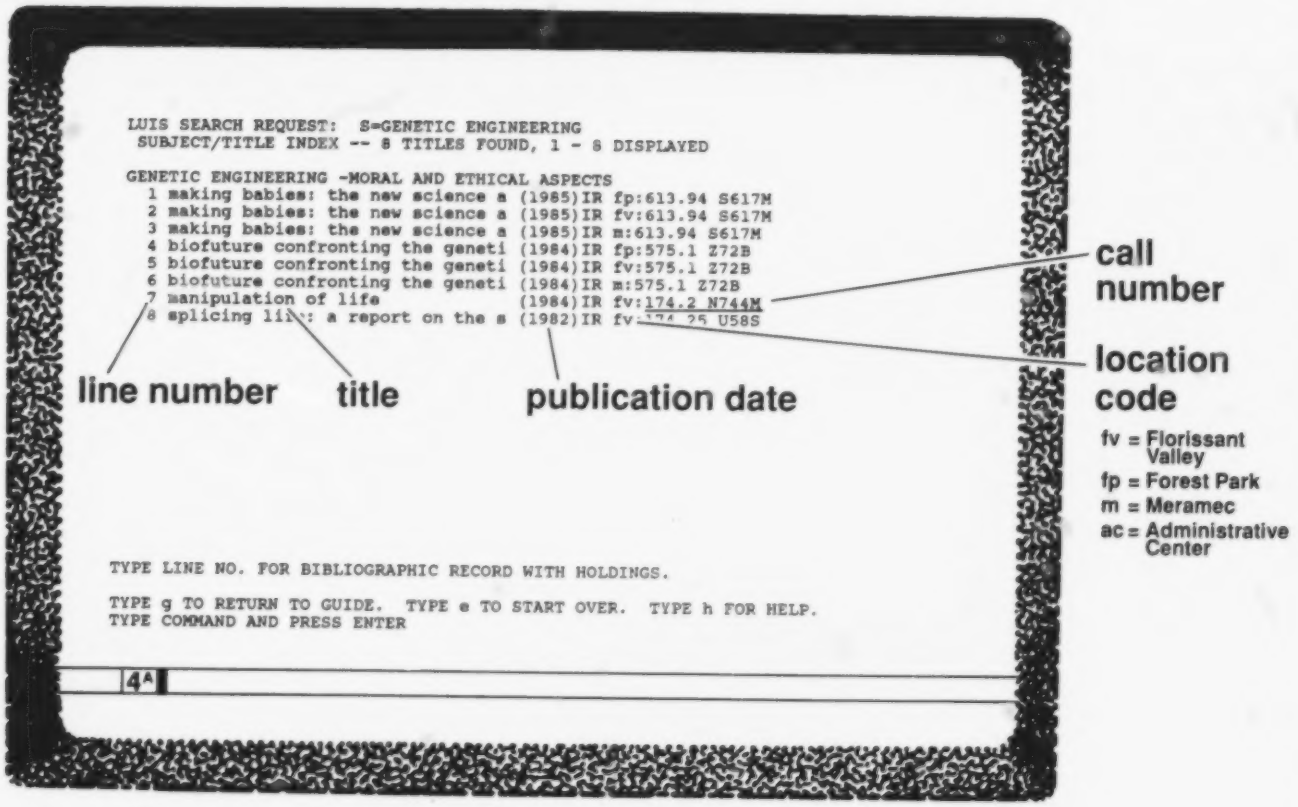
SUBJECT SEARCHES (s=)

To find material about a person, place, thing, or idea, type **s=** followed by your topic and press ENTER. If you use a general heading you will get a GUIDE screen which lists all the subject headings and subheadings beginning with that term.

For example: **s= genetic engineering** gives you


search term
(anything starting with the phrase genetic engineering)
subject heading
subheading
number of headings found
LUIS SEARCH REQUEST: S=GENETIC ENGINEERING
SUBJECT HEADING GUIDE -- 10 HEADINGS FOUND, 1 - 10 DISPLAYED
1 GENETIC ENGINEERING
2 --EXPERIMENTS
3 --GOVERNMENT POLICY
4 --INDUSTRIAL APPLICATIONS
5 --LABORATORY MANUALS
6 --MORAL AND ETHICAL ASPECTS
7 --SOCIAL ASPECTS
8 --TECHNIQUE
9 GENETIC ENGINEERING INDUSTRY
10 --GOVERNMENT POLICY
TYPE LINE NO. FOR TITLES UNDER A HEADING.
TYPE e TO START OVER. TYPE h FOR HELP.
TYPE COMMAND AND PRESS ENTER
4^

The GUIDE screen will help you narrow your search. When you have determined which subject heading is the most useful, type the line number and press ENTER. You will then get an INDEX screen which lists the books and nonprint material related to that topic. The most recent materials are listed first.


LUIS SEARCH REQUEST: S=GENETIC ENGINEERING
SUBJECT/TITLE INDEX -- 8 TITLES FOUND, 1 - 8 DISPLAYED
GENETIC ENGINEERING -MORAL AND ETHICAL ASPECTS
1 making babies: the new science a (1985)IR fp:613.94 S617M
2 making babies: the new science a (1985)IR fv:613.94 S617M
3 making babies: the new science a (1985)IR m:613.94 S617M
4 biofuture confronting the geneti (1984)IR fp:575.1 Z72B
5 biofuture confronting the geneti (1984)IR fv:575.1 Z72B
6 biofuture confronting the geneti (1984)IR m:575.1 Z72B
7 manipulation of life (1984)IR fv:174.2 N744M
8 splicing li: a report on the s (1982)IR fv:174.25 U58S
line number
title
publication date
call number
location code
fv = Florissant Valley
fp = Forest Park
m = Meramec
ac = Administrative Center
TYPE LINE NO. FOR BIBLIOGRAPHIC RECORD WITH HOLDINGS.
TYPE g TO RETURN TO GUIDE. TYPE e TO START OVER. TYPE h FOR HELP.
TYPE COMMAND AND PRESS ENTER
4^

To find the full bibliographic information and the circulation status of a particular item, type the line number and press ENTER.

To go to the next bibliographic record listed on the index screen, type **m** and press ENTER. To go backwards or jump ahead to another bibliographic record type the line number. To return to the subject heading guide screen type **g**. To go backwards to the beginning of the guide screen type **g1** or to jump ahead in the guide screen type g and any line number.

ESTABLISHING YOUR SUBJECT HEADING

Subject headings are established by the Library of Congress in Washington, D.C. In order to find material by subject in **LUIS, you must use the heading chosen by Library of Congress**. Many headings are quite different than you might expect.

For example: s= art, abstract
<u>not</u> s= abstract art
s= united states—history—revolution
<u>not</u> s= american revolution

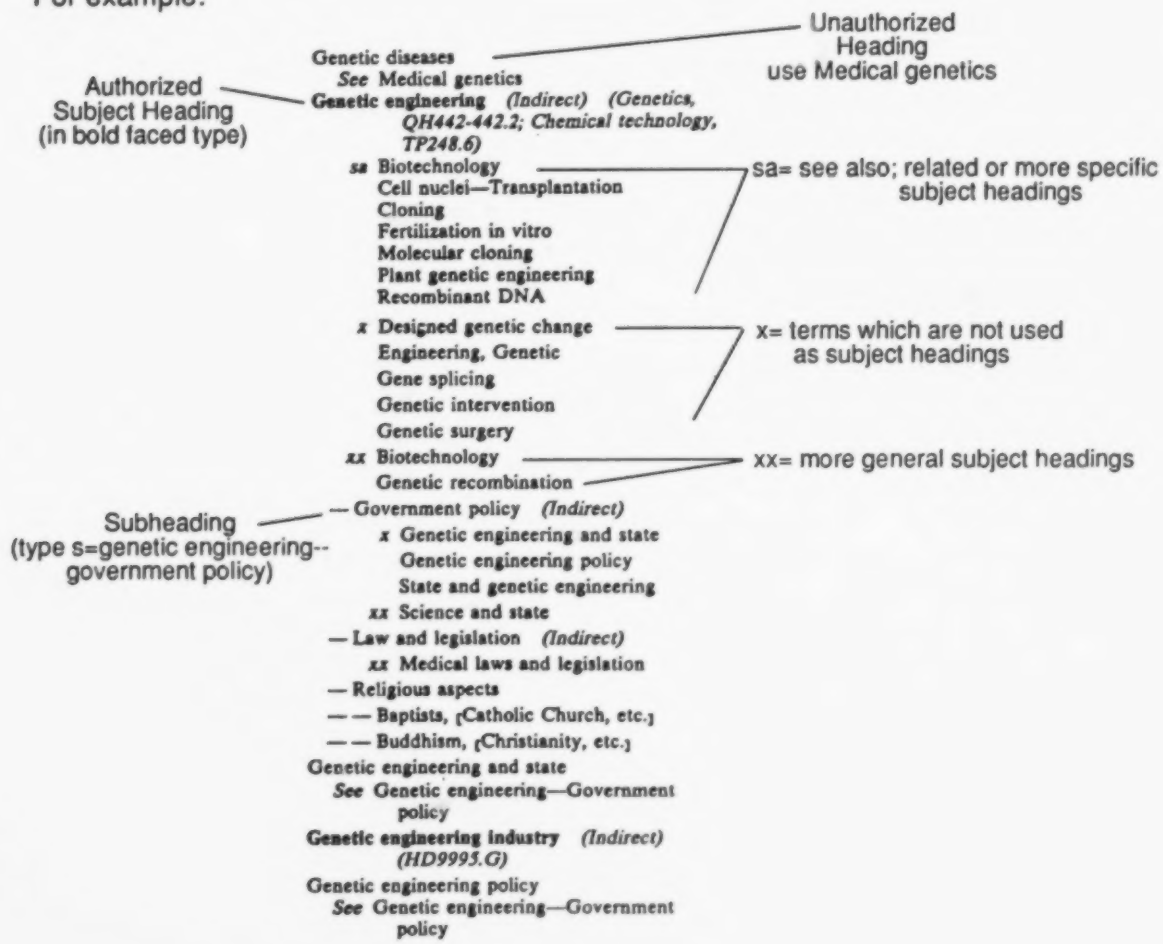
The red books, *Library of Congress Subject Headings,* located near the terminals, lead you to the correct heading.

Authorized headings are in bold face type. Many subject headings have subheadings preceded by a dash. When you use a subheading, separate the main subject and the subheading by typing <u>two</u> hyphens.

For example: s= drug abuse--prevention

See and See Also references are contained here in the *Library of Congress Subject Headings.* When a subject heading is not used it will not appear in bold face type and you will be referred to the correct heading. See Also references, a list of related or more specific terms, are designated by **sa**.

For example:



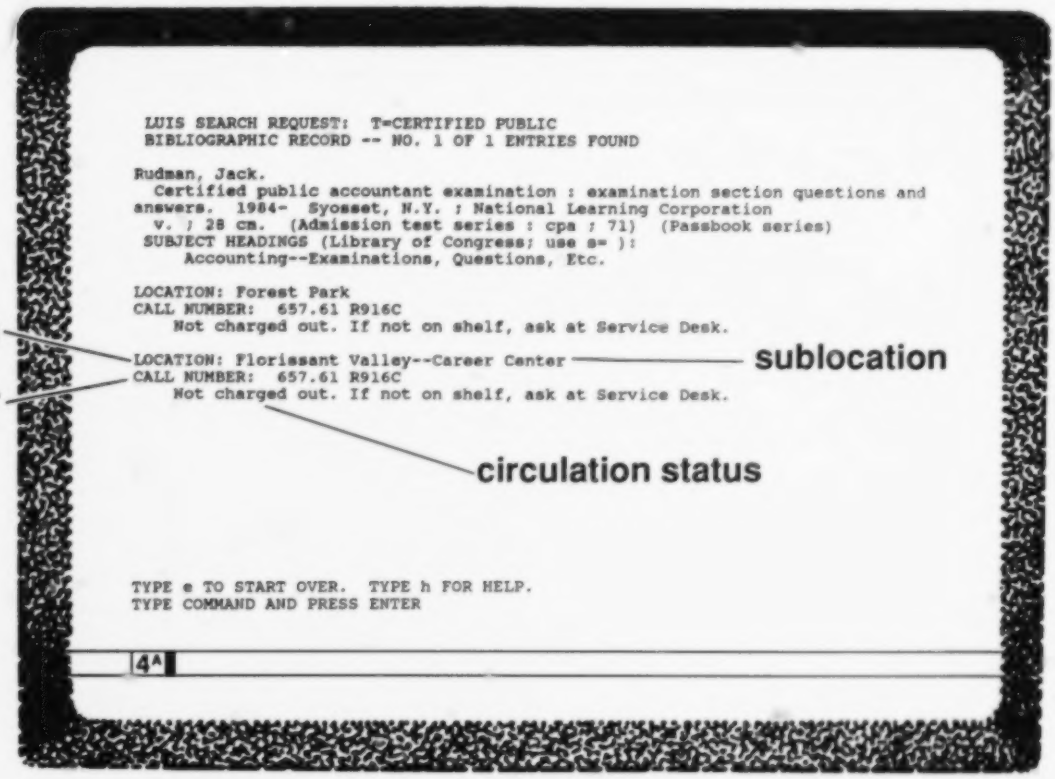
Reference librarians will be glad to help you use *Library of Congress Subject Headings.*

HELPFUL HINTS FOR SEARCHING LUIS

1. Press CLEAR to bring up the introductory screen.
2. Press ENTER after every command.
3. Nothing you type will break the machine or damage the system. If the keyboard does not function, press the RESET key and begin again.
4. To correct a mistake, backspace and type over or press CLEAR.
5. You may start a new search from any screen.
6. Be sure to type your command (**a=, t=, s=**) before entering your search term. You may use a space instead of the =.
7. You may use all lower case letters.
8. Ignore punctuation except for hyphens within words (afro-american) and double hyphens between subject headings and subheadings (drug abuse--prevention).
9. Omit initial articles **a, an, the** in title searches.
10. Do not substitute lower case letters for the numerals 0 and 1.
11. You may shorten your search term but do not use abbreviations within the term (american historical assoc not amer historical association).
12. If you get the response NO ENTRIES FOUND
    a) check for typing or spelling errors
    b) try a variant spelling (MacDonald and McDonald; antiamerican and anti-american)
    c) verify your subject heading in *Library of Congress Subject Headings*
    d) shorten your search term
13. To move forward or backward in the guide or index, type **g** or **l** and a line number.
14. If you get no response after pressing ENTER, check the status line.
15. When you have completed your search you do not need to turn off the computer. You may press CLEAR to return to the introductory screen.
16. Ask a reference librarian if you have any questions.

LOCATING BOOKS AND AUDIOVISUAL MATERIAL ON THE SHELF

The bibliographic record in **LUIS** gives you the location, sublocation if there is one, call number, and circulation status for each item.


LUIS SEARCH REQUEST: T=CERTIFIED PUBLIC
BIBLIOGRAPHIC RECORD -- NO. 1 OF 1 ENTRIES FOUND
Rudman, Jack.
Certified public accountant examination : examination section questions and answers. 1984- Syosset, N.Y. : National Learning Corporation
v. ; 28 cm. (Admission test series : cpa ; 71) (Passbook series)
SUBJECT HEADINGS (Library of Congress; use s=):
Accounting--Examinations, Questions, Etc.
LOCATION: Forest Park
CALL NUMBER: 657.61 R916C
Not charged out. If not on shelf, ask at Service Desk.
LOCATION: Florissant Valley--Career Center
CALL NUMBER: 657.61 R916C
Not charged out. If not on shelf, ask at Service Desk.
TYPE e TO START OVER. TYPE h FOR HELP.
TYPE COMMAND AND PRESS ENTER
4A
location
call number
sublocation
circulation status

Campus Location and Sublocation

The location tells you which campus(es) own a particular item. Material owned by Forest Park, Meramec, and the Administrative Center may be borrowed on intercampus loan and will arrive 24-48 hours after requested. You may initiate your request at the Circulation Desk or the Reference Desk.

Any item which gives the location simply as Florissant Valley is part of the general collection and is shelved on the third floor. Sublocations guide you to special areas within the library.

Florissant Valley	Third floor
—Fiction Collection	Third floor after the 900's
—Circulation Desk	Second floor
—Career Center	Second floor
—Currently Popular	Second floor between the Circulation Desk and Career Center
—Record Collection	Second floor
—Periodicals	Second floor
—Reference	Second floor
—Index Tables	Reference area, second floor
—Law Collection	Reference area, second floor
—Atlas Cases	Reference area, second floor
—Microfilm Cabinets	Reference area, second floor
—Archives	Request at Reference Desk
—Media Services	First floor

Circulation Status

The circulation status tells you whether or not the item is checked out. Since LUIS is an online catalog, the information is always current and you can determine if the book is available before you go to the shelf. When the material you want is not available, you may request that it be held for you when it is returned or you may borrow a copy from another campus within the District.

Call Numbers

Once you know the location and sublocation of an item, the call number is your guide to finding the book on the shelf. Every book has its own individual call number. Books are arranged by subject, and within a particular subject they are arranged alphabetically by author and title.

The call number system we use at the St. Louis Community College is a decimal system named the Dewey Decimal System. All knowledge is arranged into ten subject categories.

000-099	Generalities (encyclopedias, almanacs, etc.)
100-199	Philosophy, Psychology
200-299	Religion
300-399	Social Science
400-499	Language
500-599	Science
600-699	Technology
700-799	Arts
800-899	Literature
900-999	History, Geography

Within each category there are many subdivisions. For instance, for the book by Rudman, Certified Public Accountant Examination, with the call number 657.61 R916c, we see the following subdivisions:

600 Technology
650 Management
657 Accounting
657.61 Public Accounting
657.61 R916 A public accounting book by Jack Rudman
657.61 R916c The book Certified Public Accountant Examination

When looking for this book, you would note the location and sublocation, go to the shelf and find the 600's, then look for 657, then 657.61, and then 657.61 R916c. Since this is a decimal system, 657.8 is the same as 657.80 and therefore would come after 657.61.

Here is an example of call numbers in correct order:

657.204	657.61	657.61	657.8	657.94
D381m	B457h	R916c	A594s	M221d

A book with a call number starting with the letter F is a fiction book and is arranged alphabetically by author in the fiction section. For instance, the book *Grapes of Wrath* by John Steinbeck has the call number F S819g. To find this book on the shelf, go to the fiction collection on the third floor and look for S819 which stands for Steinbeck, and then look for S819g (g is the first letter of the title).

REFERENCE COLLECTION

Books in the reference collection are designed to be referred to rather than read cover to cover. They are arranged alphabetically, chronologically, or with a detailed subject index to provide quick and easy access to information. You may find reference books helpful for background reading, answering a specific question, or guiding you to additional sources of information.

There are many different types of reference books.

Dictionaries give information about words.
Encyclopedias give an overview of various topics.
Indexes guide you to articles in periodicals, newspapers, and collected works.
Yearbooks present events of the year.
Handbooks compile a mass of facts and formulas on a given subject.
Almanacs are a collection of miscellaneous facts and statistics.
Biographical dictionaries give information about people.
Directories list names and addresses.
Atlases contain maps.
Bibliographies list books and articles on a given subject.

These different types of reference books may either cover general topics such as World Book Encyclopedia or concentrate on one subject area such as Encyclopedia of World Art.

The reference collection is located on the second floor. Reference books are listed in **LUIS** with the location Florissant Valley—Reference. These materials must be used in the library.

Reference librarians are always available to help you locate information or show you how to use the reference books. Be sure to ask at the Reference Desk if you have any questions.

PERIODICAL ARTICLES

A periodical is any journal or magazine that is published on a regular basis. Some periodicals that you may be familiar with are *Time, Newsweek, Psychology Today, Glamour,* and *Sports Illustrated.*

Why do you need to use periodical articles?

Some subjects are too new, temporary or obscure to be found in books, so that periodicals become a primary source of information. Periodicals can also be used to supplement books and will often give you the most recent information available. Your study of a topic is seldom complete until periodical literature has been investigated.

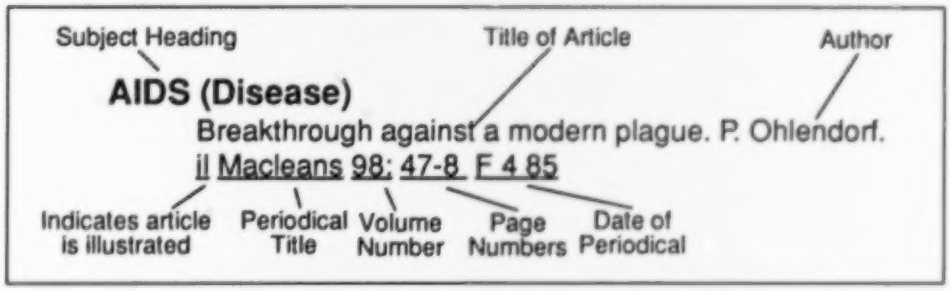
How to find a periodical article on your subject:

This library subscribes to approximately 550 periodicals. The articles in these periodicals are not included in **LUIS**. For a listing of articles on a particular subject, use one of the periodical indexes located in the reference area on special index tables.

• ***Readers' Guide to Periodical Literature*** is the index used most often at this library. It indexes more that 200 general and popular periodicals. All articles are indexed in alphabetical order by subject and author.

Example:

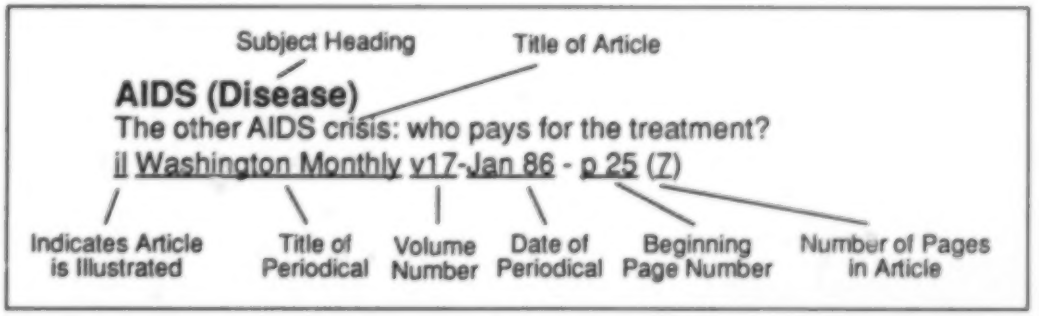
To find and article on **AIDS**, look under the subject **AIDS (Disease)** in *Reader's Guide.* You will find:



The front of each volume of *Readers' Guide* has a list of abbreviations to help you interpret the entry.

Every volume indexes magazines for a particular time period, typically a year for each bound volume. Usually you need to look through more than one volume to gather articles on your subject.

• ***Magazine Index*** also indexes periodicals of general interest. It covers 400 magazines over a 4 year time span. It is on microfilm and can be viewed with the ROM reader located next to *Readers' Guide.*
Example:


Subject Heading
Title of Article
AIDS (Disease)
The other AIDS crisis: who pays for the treatment?
il Washington Monthly v17-Jan 86 - p 25 (7)
Indicates Article is Illustrated
Title of Periodical
Volume Number
Date of Periodical
Beginning Page Number
Number of Pages in Article

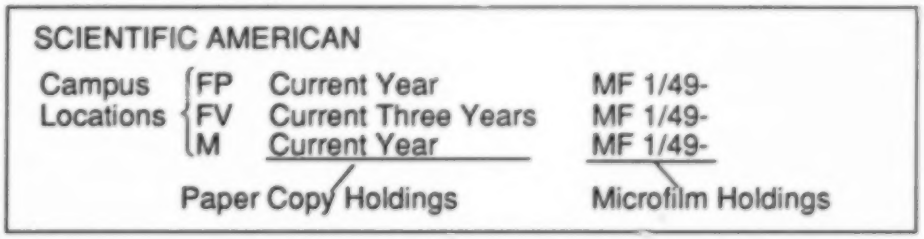
• ***Business Periodicals Index, Education Index, General Science Index***, and ***Social Sciences Index*** are examples of indexes similar to *Readers' Guide* which cover special subject areas.

A reference librarian will be glad to help you decide which index to use.

Where can you find the periodical?

• ***St. Louis Community College Periodicals*** is a list of the periodicals that are available throughout the community college system. Copies are located on index tables in the reference area. The list tells you which campus subscribes to a particular periodical and whether it is in paper form or on microfilm (MF).

For example, the listing says:



This means Florissant Valley has the paper form of the magazine for the current three years and a microfilm copy from January 1, 1949 to the present. Forest Park and Meramec have the paper copy for just the current year and microfilm from January 1, 1949 to the present.

This year's periodicals are shelved in the current periodical section. The most recent issue is visible on the slanted shelf and the previous issues for the year are underneath the shelf. Paper copies of the magazines prior to this year are shelved alphabetically by title on the tall shelving in the reference area. Everything may be checked out except the most recent issue.

If the issue you need is on microfilm, a librarian will be glad to show you how to use the microfilm readers. Some of the machines are reader/printers so that you can make a copy of the article you need.

Periodicals belonging to one of the other District campuses may be borrowed for your use here in our library.

NEWSPAPER ARTICLES

Newspapers are a good source of information on current events. They give a day by day account of events and often have feature articles on topics of timely interest. Newspapers are also a good source of information for historical events because they give details usually not included in books and show how the event was reported at the time it happened.

To find newspaper articles on a certain subject you must use an index specifically for newspapers because newspaper articles are not included in **LUIS** or periodical indexes such as *Readers' Guide*. Some indexes are for just one newspaper such as the *New York Times Index* and the *Index to the St. Louis Post-Dispatch*. Another kind of index is *Newsbank* which indexes articles of general interest appearing in newspapers from over 450 U.S. cities.

• ***New York Times Index*** (located on an index table in the reference area)

This is a subject index to the *New York Times* newspaper. It includes a short summary of the article, followed by the date, section number, page and column where the original article may be found.

For example, under the subject heading TERRORISM in the 1985 index you would find the following entry:

Article on efforts of West Germany, Italy and France to coordinate efforts to counter terrorist offensive that began in Dec.1984; notes Italian and German criticism of France for being lax on terrorism; photo (M), F 10, IV, 5:1

Photograph

Medium Length Article — Date — Section Number (Sunday Edition) — Page Number — Column Number

Since the index is for 1985, the article will be in the February 10, 1985 newspaper. A listing of all abbreviations used in the index may be found at the front of each volume.

At Florissant Valley, we keep the daily and Sunday edition of the *New York Times* for three months. The back issues of the newspaper are available on microfilm from the Administrative Center and may be borrowed through intercampus loan. Microfilm readers and reader/printers are available in the reference area.

• ***Index to the St. Louis Post-Dispatch*** (located on an index table in the reference area)

This index has a subject index with descriptive entry statements, a personal name index, and an index to deaths. It is especially useful for finding information about St. Louis. For example, if you are looking for information on the domed stadium controversy, check the 1985 *Index to the St. Louis Post-Dispatch* under the heading STADIUMS and you will find:

Anheuser-Busch studies feasability of stadium in downtown S.L. JUN 16: A-1-5

Date Section Page Number Column Number

Since the index is for 1985, the article will be in the June 16, 1985 issue. A list of all abbreviations may be found at the front of each volume.

We keep the *St. Louis Post-Dispatch* in paper form for three months. Issues older than three months are available on microfilm in the cabinets in the reference area.

• ***NewsBank Index*** (located on an index table in the reference area)

This is a subject index to articles of general interest appearing in newspapers from over 450 cities around the country. The newspaper articles are reproduced on microfiche and grouped into thirteen basic subject areas. The index refers not to the original newpaper, but to the location of the article on the microfiche.

For example, under the heading DEATH AND DYING in the index you will find the following reference:

living wills
Vermont - HEA-20:E12

You will find a microfiche reproduction of a newpaper article published in Vermont in the **HEA**LTH subject section, card number 20, row E, column 12.

Card numbers start with number one each year. The year on the microfiche card should correspond with the year of the index. *NewsBank* microfiche are located in a cabinet near the index table and microfiche readers and reader/printers are available in the reference area. Reader/printers allow you to make paper copies from the microfiche for 10¢ a page.

VERTICAL FILE

The Vertical File is another good source of information. This material is not listed in **LUIS** or the periodical or newspaper indexes. It consists of pamphlets and clippings which are too small to put on the shelf with books.

The Vertical File is located in the green file cabinets in the reference area. There is an index on top of the cabinets which lists the subjects covered. The folders are arranged in **alphabetical order by subject**. Vertical File material may be checked out.

RESERVE

Often when you are assigned books, chapters in a book, or articles to read, your instructor will say that the material in on RESERVE in the library. Reserve material is kept at the Circulation Desk. Because many students need to read this material, reserves may be checked out for only a short period of time. The library keeps a record of all materials on reserve according to your instructor's name. When asking for reserve material at the Circulation Desk, you should give the title of the book or article you want and your instructor's name.

CIRCULATION

Library materials are checked out from and returned to the Circulation Desk. You will need a library card which can be obtained at the Circulation Desk when you present a driver's license, valid student I.D. card, or a current tuition receipt.

Loan Periods:

Books, records, cassettes ..... 3 weeks
Microcomputer software, Currently Popular books ..... 2 weeks
Periodicals, pamphlets, VHS videotapes, Career Information Center Materials .... 1 week

Materials may be renewed in person or by telephone if they have not been requested by someone else.

If the material you want is checked out , you may request that it be held for you when it is returned. You will be notified when it is available.

You may borrow items owned by Forest Park, Meramec, and the Administrative Center on intercampus loan. Material should be requested and picked up at the Circulation Desk. Allow 24-48 hours for delivery.

The user is responsible for lost and damaged Instructional Resources materials.

CAREER INFORMATION CENTER

The Career Information Center contains a special collection of material to help you with career planning and decision making. The occupational file gives information about more than 700 occupations. The industry file contains publications from over 900 companies. The college file has information about colleges all over the country, applications and transfer guides to St. Louis metropolitan area colleges, and study guides for many tests, including CLEP, GRE, GED, general employment exams, and licensing/certification exams. There are also several software programs which provide computer-assisted career guidance. The Career Information Center staff is available to help you find and use all these resources.

REFERENCE

Reference staff members are available to help you all hours the library is open. If you need help finding the answer to a question, deciding how to start on your research project, using a particular reference book, or locating a book on the shelf, be sure to stop at one of the reference desks on the second or third floor and ask for help.

CONCLUSION

We hope that this introduction to the library at Florissant Valley has helped you become acquainted with some of the resources and services provided for you. We have mentioned five different resources for finding information in the library: the online catalog, the reference collection, periodical indexes, newspaper indexes and the vertical file. We have explained the services provided at the Circulation Desk, Reference Desk, and Career Information Center.

The exercises have taught you the basic techniques of library research. More advanced research uses the same skills. With what you know now, you will easily be able to continue on with a little help from the librarians.

The library staff is here to help you. We will try to make your experience in the library as productive as possible. We hope we will be seeing you again as you use the library for your classwork and your own personal enjoyment.

NOTES

WORKBOOK EXERCISES

Name_____

Instructor _____

Author Searches (p.8)

1. Using LUIS, find a book written by William Nolan about Steve McQueen.

   a. What is the title of the book? a. _____

   b. What is the call number? b. _____

   c. Does Florissant Valley own a copy of this book ? Circle One: Yes No

Title Searches (p.11)

2. In LUIS look for a book with the title *The Nuclear Family in Crisis.*

   a. What is the call number of the book? a. _____

   b. Give one Library of Congress Subject Heading which describes this book.

   b. _____

3. Search for the book *And Now We Are a Family.*

   a. Who is the author of this book? a. _____

Subject Searches (p.14)

4. Do a subject search in LUIS and find a book about corrupt practices in adoption.

   a. Who is the author of the book? a. _____

   b. Who is the publisher? b. _____

   c. When was the book published? c. _____

   d. How many pages are in this book? d. _____

5. Use the *Library of Congress Subject Heading Guide* (the red books located near the terminals) to answer the following questions.

   a. Look up the term CHILD NEGLECT. What subject heading would you use to find material on this topic?

   a. _____

   b. Give two related or more specific subject headings (see also headings) you might use in addition to the heading FAMILY VIOLENCE.

   1. _____

   2. _____

Location and Sublocation (p.18)

6. In which section of the Florissant Valley library would you find *Working on Wife Abuse* by Betsy Warrior?

   Circle One: Career Center Fiction Collection Reference

   Law Collection Currently Popular

Call Numbers (p.19)

7. Below are call numbers which are not in correct order. Arrange the call numbers in correct order by putting a "1" above the call number which should come first, "2" above the call number which would come second, etc.

_____	_____	_____	_____	_____
634.56 M18	634.56 K79	635 D67	634.6 R47	634.48 F27

8. Go to the shelves on the third floor and find the book with the call number 155.418 Y73L.

   Who is the author of this book? _____

   *(If this book is not on the shelf, what is the call number of the book to the **right** of where it should be?)*

9. Go to the Fiction Collection on the third floor and find the book with the call number F V648L.

   What is the title of the book? _____

   *(If this book is not on the shelf, what is the call number of the book to the **right** of where it should be?)*

Reference Collection (p.20)

Find the following books in the Reference Collection and answer the questions.

10. R 364.032 E56 v.4 — The outline at the beginning of the article called "Violence in the Family" shows that it is divided into three parts. What are the titles of these three sections?

_____

_____

_____

11. R 317.3 U58S 1982/83 — You need some supporting evidence for the theory you are presenting in your term paper. Consult the index. On what page would you find statistics on child abuse?

_____

12. R 340.03 B627B 1979 — You are writing a paper on palimony and decide to start with a definition. What is the name of the case which helped establish the definition?

_____

vs.

_____

13. R 809.31 C9337 v.6 — How old was Mary Renault when she decided to become a writer?

_____

14. R 928.1 C7611 v. 5-8 — Which one of Gore Vidal's plays gave him the idea of running for Congress?

_____

Periodical Articles (p. 21)

15. Using Volume 40 of the *Readers' Guide*, find the article "Adolescent Abuse and Neglect: The Role of Runaway Youth Programs" under the subject heading RUNAWAYS.

    a. In which magazine will you find the article? *(Do not use abbreviations.)* a. _____

    b. What is the date of the issue which contains the article?

    b. _____

    c. On what page does the article begin? c. _____

    d. Does the Florissant Valley library subscribe to this magazine?

    d. Circle One: Yes No

16. Consult the booklet *St. Louis Community College Periodicals* to answer the following question.

    At Florissant Valley would you find the January 13, 1980 issue of *Time* on microfilm or paper?

    Circle One: Microfilm Paper

Newspaper Articles (p.23)

17. Using the 1976 volume of the *New York Times Index*, find the subject heading CHILDREN AND YOUTH — CHILD ABUSE.

    a. The Naomic Feigelson Chase article states that one out of how many children in the United States are reportedly victimized?

    a. _____

    b. What is the date, the page number and column number for the story in the *New York Times* newspaper?

    Month_____Day_____Year_____

    Page_____ Column_____

Vertical File (p.24)

18. In the Vertical File find the folder for Family Violence and list the titles of any two items.

    a. _____

    b. _____

Reserve Collection (p.25)

19. You have been told to read Chapter 25 of *Factbook on Man: From Birth to Death* which your instructor, Marcia Stevenson, says is on reserve.

    a. What is the title of Chapter 25? a. _____

    _____

    b. Who is the author of the book? b. _____

Reference (p.26)

20. Introduce yourself to a reference librarian on the main floor when you turn in your answer sheet. Discuss any questions you might have regarding the previous exercises.

8/87